

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Airport Maintenance Series

**AIRPORT LABOR SUPERVISOR**

02/88

**CHARACTERISTICS OF THE CLASS:**

Under general supervision directs the work of crews and personnel engaged in airfield and grounds maintenance, repair and construction; performs related duties as required.

**EXAMPLES OF DUTIES:**

Assigns and directs the work of Airport field and grounds maintenance personnel; supervises and assigns the repair and maintenance of hangars, runways, taxiways, ramps, roads, aircraft and automobile parking areas, fences and field lighting; assures required preventive maintenance programs are completed; supervises the maintenance of landscaping at Airport facilities including entry roads and Butterfield Industrial Park; determines priorities of required maintenance and repair and assigns work to crews; inspects and identifies cracks, breaks and other problems to airfield and grounds.

Maintains proper stock levels of supplies and materials needed by field maintenance crews; assures tools and equipment are maintained in accordance with manufacturers and/or departmental requirements; supervises crews engaged in the operation of heavy equipment including front-end loaders, sweepers, dump trucks, tractors and large mowers; estimates equipment and supplies required to complete assigned tasks; prepares requisitions for supplies and materials; maintains records of equipment and materials used; prepares reports; inspects completed work for correctness and completeness.

Plans, assigns, supervises, reviews and evaluates the work of subordinate personnel; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures.

**Minimum Qualifications**

Training and Experience: Graduation from high school or G.E.D. and four years of progressively responsible experience in construction or maintenance activities including three years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the organization and methods of construction and maintenance; considerable knowledge of the equipment, tools and materials used in construction and maintenance activities; good knowledge of the operation and maintenance of heavy equipment; good knowledge of the methods and techniques of asphalt repair, landscaping and the solution of minor electrical problems; some knowledge of the use and care of two-way radio.

Ability to follow oral and written instructions; ability to supervise, train and evaluate construction and maintenance crews; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports; ability to accurately determine materials and equipment required to complete jobs.

Skill in the operation of heavy equipment; skill in the use and care of two-way radios.

Physical Requirements: Mobility within an office and airfield environment; operate a motor vehicle through City traffic and on an airfield.

Licenses and Certificates: Texas Class "B" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head